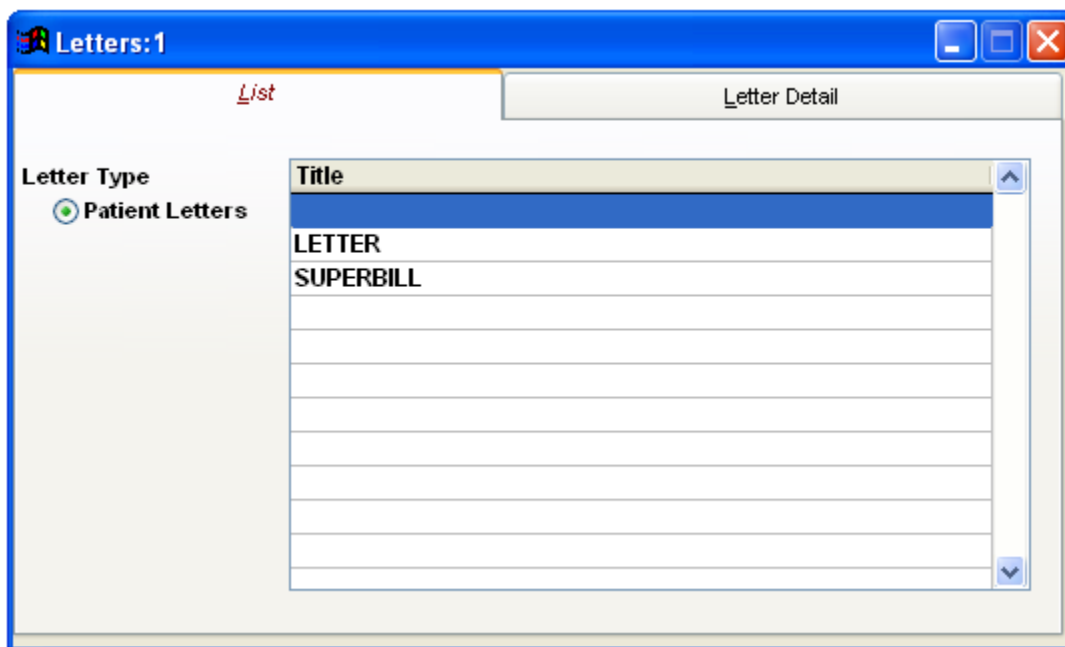




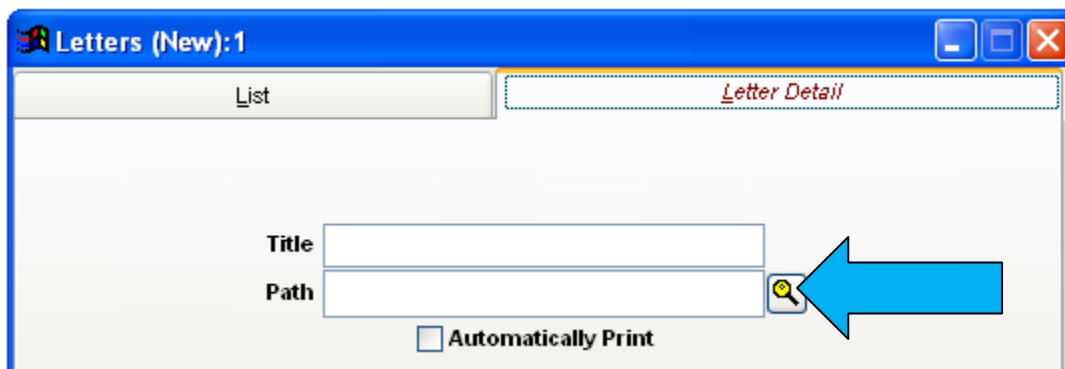
Adding or Deleting Custom Letters

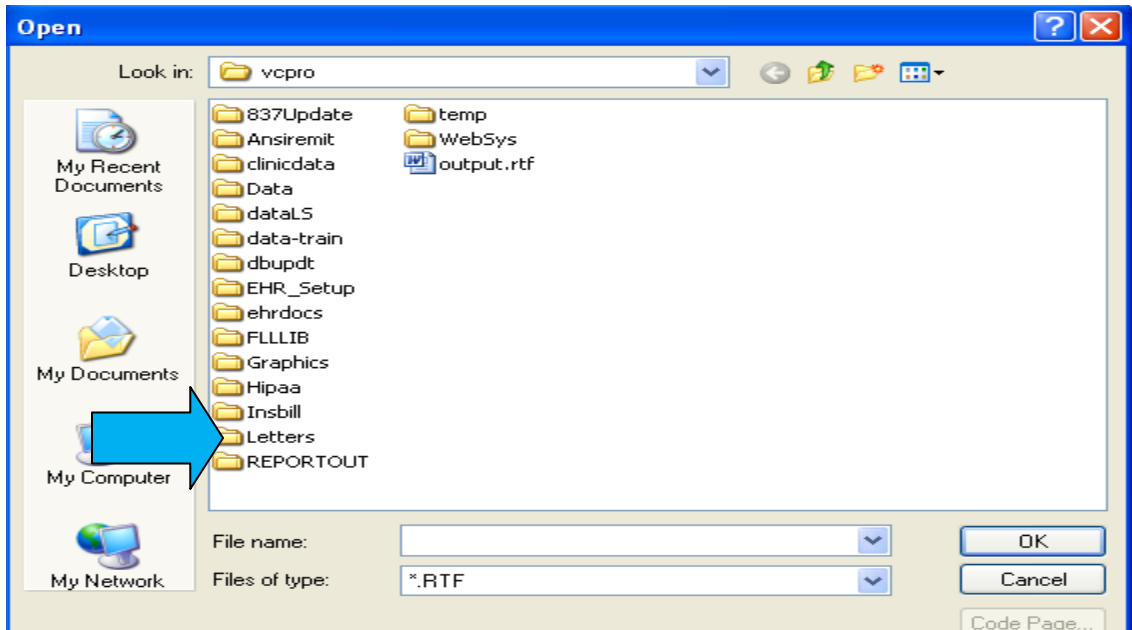
The Add / Delete Custom Letters menu allows the user to add, edit, or remove mail merge letter forms in Clinic Pro



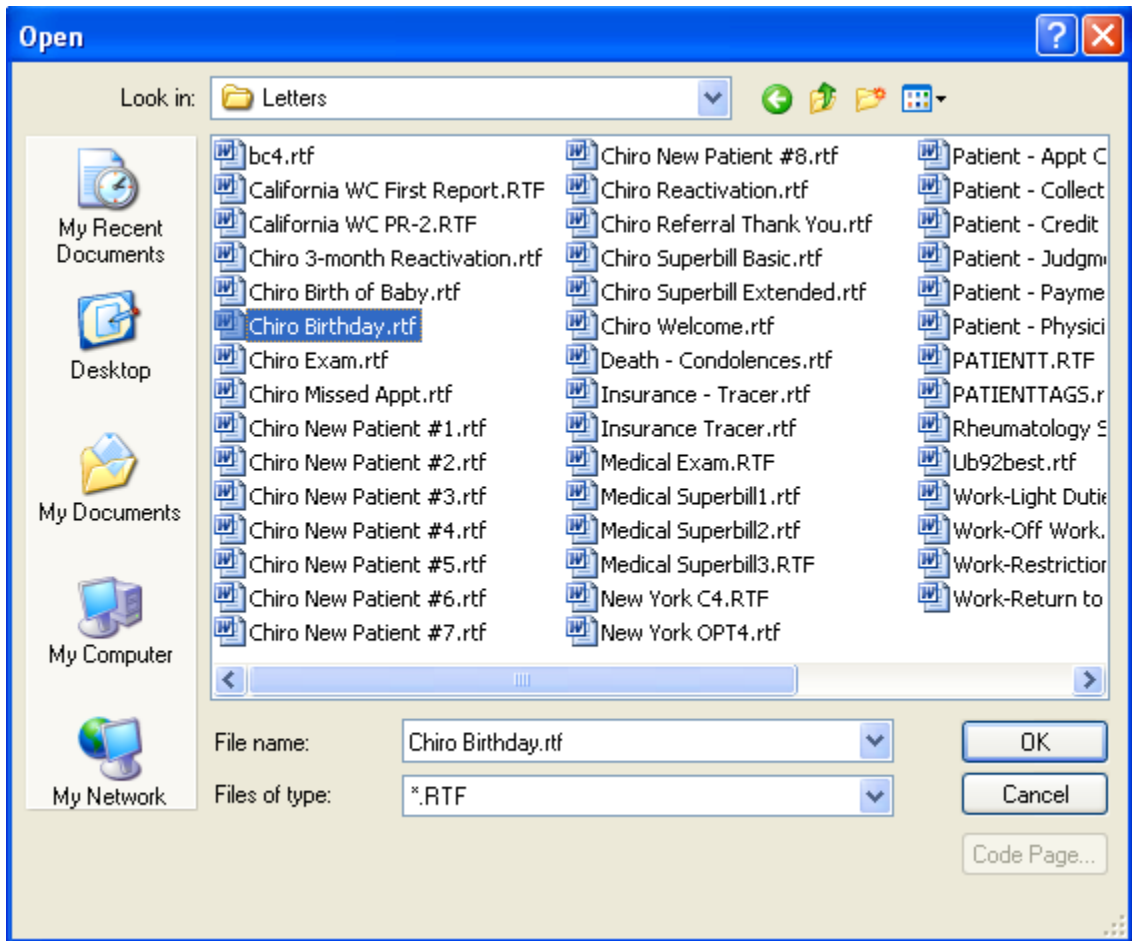
The Letters folder is stored in the VCPRO folder, on the computer C drive, if operating from a server. Take some time and access this folder to see the entire batch of letters that are preinstalled for your use.

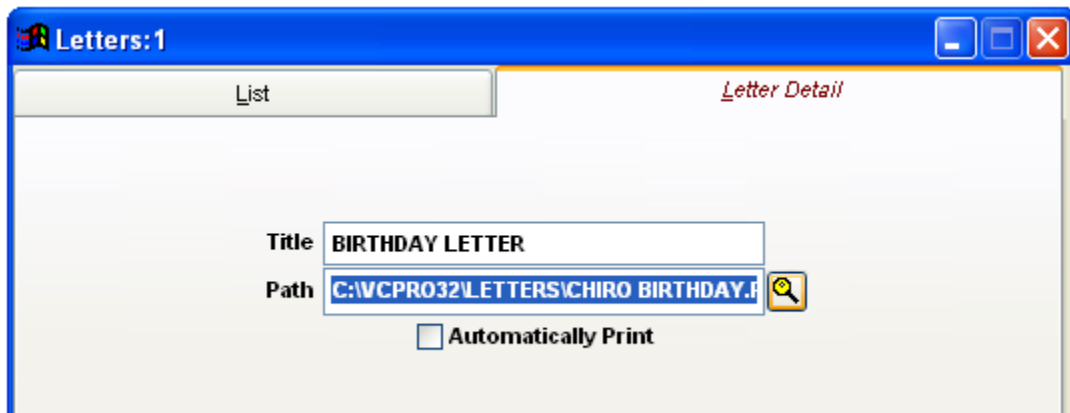
Adding a New Letter - To Add a new Letter, open up the Add / Delete Custom Letters screen under System: Add / Delete Custom Letters, and press the New  icon at the top of the main Clinic Pro window. Enter in a short description of the letter, and select where the letter is stored on the computer using the Browse  button.





Now that you have located the Letters folder, double-click the folder open, and choose the letter you are adding to the list:





The "Automatically Print" checkbox will queue this report to print out immediately when running the Mail Merge report, rather than to see a preview before choosing a print. When experimenting with a new Custom Letter, it is best to leave this unchecked, and come back to check it after the form is adjusted as desired.

These forms are used in the **Reports: Letters** menu list item.

For more information on customizing Mail Merge letter templates, please see the **Mail Merge** section of this manual.